

ORRRC Trustee Meeting

April 13, 2023

Meeting Location: Indian Riffle Park – Shelter # 1

Attendees:

- Peter Qumsiyeh – President & RD
- Robert Faux – Vice President & RD
- Eddie Weaver – Treasurer, RD & Timing Team
- Jim Bulach – Secretary & RD
- David (Hoot) Gibson – Trustee, RD & Timing Team
- Karen Gildow – Trustee & RD
- Kevin Johnston – Trustee & RD
- Ruth Kohstall – Trustee & RD
- Nick Alexander – Trustee & RD
- Jennifer Summers – Trustee, RD & Timing Team
- Cari Masek – Trustee
- Andrea Van Sickle – Trustee
- Kelsey Snively – Marathon RD
- Mike Allen – Race Director



Agenda / Meeting Minutes

- Meeting called to order by Peter at 7:00 PM.
- Approval of March's Meeting Minutes. (Jim)
 - Robert motions to approve the minutes; Eddie seconds; Motion passes. (Jim abstained).
- Financials. (Eddie)
 - Accounts: Checking \$67,382.99; Ancillary \$506.69; Savings \$148,748.51.
Total all accounts: \$216,638.19 (Est. Yearly ops costs: \$365,648)
 - **Notes:**
 - **FEBRUARY MISTAKE:** I accidentally placed some items from February in the "Debits/Losses" column that were race income. This affected the *Frostbite 5 Miler*, *Sweetheart Shuffle*, and *Frosty 14*. Those have been fixed, so this month's overview sheet is correct! Jen inquired about the overage spent at the Frosty 14. It was about \$500 over budget due to the soup that is traditionally

served at the race. In the past, the race director has requested an increase in the budget, but this year the race director did not make the request.

- The Marathon will probably net a little over \$5K to the positive this year, which is very good and about \$15K better than last year.
- Ruth motions to approve the financials; Robert seconds; Motion passes (with Eddie abstaining).
- Pre-Race Reports (Robert):
 - Camp Hook 4 Hour Trail Relay (Micah Lipps)
 - Race Date: 3/15/2023
 - Micah sent an email to the timing team to let them know that he will only need the clock. No need for chips. Tracking laps will be done manually. He says that the timing team should be very happy with this news!
 - Medical Services - He has sent an email to the Fire Chief in Carlisle to help determine which department covers Camp Hook within the Twin Creek MetroPark. He is waiting to hear back on which department we need to contact if a medical emergency arises.
 - Registration is starting to pick up and RunSignUp has had many views. As of April 13th, there are 30 teams signed up with 76 runners. Two of those teams still need 2 runners to fill their 3-person roster.
 - He has been promoting the event on Facebook and other social media sites, such as the Stone Steps page.
 - With what he knows now, he will get the Five Rivers MetroPark's Permit process going later this summer so we can get next year's relay on RunSignUp in January to provide more time for teams to formulate and allow people to schedule out their Spring Races.
 - He's very excited to get this race off the ground and believes it will be a great time for all.
 - He doesn't see any reason why we can't max out the participation next year with the earlier registration time.
 - Awards for the top 3 teams in Coed, All Female, & All Male have been secured. Each team member on the 1st through 3rd place teams will receive awards. He would also like to get a small finishing prize for all

participants. Hopefully, by the end of next week he can make that decision based upon paid registrants.

- Volunteers – He’s waiting for confirmation from 7 prospective volunteers. He should have that nailed down next week and will let the board know if he has need of additional volunteers.

- Sugar Maple Festival 5K (David “Hoot” Gibson)

- Race Date: 4/22/2023
- Hoot could still use some more volunteers to be course marshals.

(The following details are from the March Board Meeting, where he did his initial pre-race report)

- Hoot wanted to know if it is okay to do the non-standard 10-year age groups, which is what he did last year. He may also decide to adjust this differently for the younger age groups. Eddie stated that as long as he has the web page updated to match what he is doing for age group awards, he does not require board approval.
- In his pre-race report, Hoot stated that he would like to pre-register the large group of Bellbrook Girls on The Run to ensure that the parent or guardian waiver signatures and payments are completely taken care of before the race. However, at the board meeting, Hoot gave an update where he learned that the Bellbrook Girls on the Run will not be there this year. This eliminates the challenge of having liability forms completed properly for this year, but we still need to resolve the issue and challenge of properly signed liability forms for future events, both his and other club events.

- George Roger Clark Park 10K (Larry Berna & Tim Snyder)

- Race Date: 5/9/2023
- We still need additional volunteers.
- The race route is new due to the access bridge being closed.
- They are considering changing the race to a 5K to accommodate the course change due to the elimination of the bridge. However, the board highly discourages this and believes a 10K should be feasible. Jim also stated that shortening the course would affect and create difficulties for those participating in the club’s Grand Prix.

- Tie Dye 50K (Ashley Hartoin & Al Eder)
 - Robert didn't send them a reminder to get their report, but he expects to have it soon.
 - Eddie stated that they did have a financial question, where they were concerned about not making money and maybe actually losing about \$600. The permit and the cost of DNR officers for the road crossings is the majority of the potential loss. Ashley would like the board to approve a loss up to \$600. Eddie doesn't think a formal vote is required because everything seems very reasonable. The board concurs and asked Eddie to give this feedback to Ashley.
 - Peter asked if they were charging the \$50 entry. Eddie stated that they were not aware of the allowable increase in entry fees, and they are still at \$45. However, they will be charging the higher amount next year.
- Another Dam 50K (Robert Faux)
 - Race Date: 6/3/2023
 - Submitted the course map for approval to 5 Rivers MetroParks.
 - It will be at Patty Shelter.
 - So far, there are 50 participants registered on RunSignUp.
 - Everyone will get a finisher's medal. Robert will be doing overall division awards for both genders of Open, Master, Grandmaster and Senior.
 - Shirts will be unisex sizing to help contain costs.
 - Everything seems to be on-track thus far.
- Post-Race Reports (Robert):
 - St Patrick's 5K (Anne Sargent)
 - No report.
 - Sycamore 10 miler (Dan Cross)
 - Race Date: 3/19/23
 - We had 55 runners, which was up ever so slightly from last year. Next year maybe more.
 - The weather for a late March race was great.
 - Dry trails and great running conditions.
 - Dan had one participant make a wrong turn, but stated that "It's a trail race; you can only lead them in the right direction."

- Marathon / Half Marathon / 10K (Kelsey)
 - Race Participation:
 - 815 sign ups, with 666 finishers
 - 125 Marathoners (\$65 avg entry)
 - 384 Half (\$57 avg entry)
 - 157 10K (\$47 avg entry)
 - 120+ volunteers
 - The race went smoothly, we had a chilly spring morning with clear skies. The race began on time, started by the Xenia mayor, Sarah Mays. Only one minor incident with an older marathoner tripping at the finish line and suffering some minor abrasion. He was treated by XFD and an incident report was filed with the club insurance.
 - We've received favorable reviews from participants so far, earning a 4.5 out of 5 stars from 60 reviews on [RaceCheck.com](https://www.racecheck.com). Major complaints have to do with the lack of bathrooms at the start (not enough porta-pots), unisex shirt sizing, half marathon length, and underwhelming post-race meal experience.
 - Kelsey's only complaint is that our second photographer backed out at the last minute, so we only had one photographer to cover the entire event. Things worked out ok, but we probably should have a better backup plan for future years so that we can cover more of the course. But overall, a lot of good feedback about affordability, prizes, volunteers, medals, etc. We are still waiting for volunteer feedback, which the committee will review at the post-race wrap up meeting.
 - Can't Stop Timing did a phenomenal job, they were there to help with anything Kelsey needed. They made the start and finish areas look great and we got a lot of compliments about how smooth packet pickup was.
 - Can't Stop Timing also took care of the Porta-potties through a company that they have an association with, which was really convenient and cheaper than the club's source.
 - Sponsorship was up and down. We only had \$625 of cash donations from 3 sponsors, but had ~15 door prize donors and gave away ~\$3500 in door prizes.

- Financials are unofficial at this point, but Kelsey believes that we will be close to meeting the goal of netting \$5K for event. ~\$46K in income and ~\$41K in expenses. The biggest expenses being food, shirts, law enforcement, timing company, course marking, and advertising. Advertising and course marking expenses will be reduced significantly next year to allow for even greater event net revenue.
 - From an RD perspective, volunteer support on race weekend was outstanding, but I could use more volunteers for the committee, especially a co-RD. My biggest difficulty this year was just how much of the planning load I ended up carrying due to lack of interest in committee positions. I'd like to keep RD'ing this event so long as no one is opposed to me doing it, but I could greatly use some more help from a co-RD. If I have to do it alone again next year, it might be my last time doing it. I'd like some help from the club in promoting the need for additional committee members, especially a co-RD. I do not yet know how much of the rest of the committee will be returning, but I will ask at our wrap-up meeting.
 - Kevin stated that we also need all the board members involved with the Marathon. Peter wanted to know if any board members would like to be the Co-RD. If not, we need to reach out to individuals that would be good prospects. We need to get this resolved soon.
 - Peter wanted Kelsey to nail down the race for next year so that we can start promoting now. Kevin says it would be nice to have cards to hand out at the Flying Pig Marathon.
 - Eddie thanked Kelsey for all his hard work and a very successful event. The rest of the board echoed these thoughts!

- Funding Considerations.
 - None

- Board Discussions / Votes:
 - Quintin Elking:
 - He is unable to continue as a trustee on the board due to work travel.
 - He will continue to remain very involved on the timing team.
 - He can be removed from board correspondence, such as email lists, etc.

- Smaller Flags / Signage (Eddie).
 - Based on challenges we faced for packet pickup at the Marathon: we need smaller flags. We have a bunch of 12' flags that we bought for when GnG was in Welcome Stadium and Turkey Trot was in a large tent. Eddie thinks we should keep those, but also get a smaller set (6-8') for the indoor areas of our Big-3 race events.
 - He's only recommending getting:
 - Race Day Registration
 - Packet Pickup
 - Shirts
 - Trouble Table
 - Course Information (optional)
 - Enter Here (for making it easy to find packet pickup)
 - Exit (for getting folks to flow out a certain way from the room)
 - He believes that rectangular flags about 33 inches wide would be a good size. These are configured as a pull-out banner.
 - Nick inquired about warranty. Eddie did not see any warranty details on these.
 - It was suggested to get an extra 2 banners that have ORRRC on them.
 - Jennifer S. says that they could be used at Expos.
 - Ruth would like them to be available for use at the Frostbite 5. Eddie says that with Frostbite and Sugar Maple being mid-size races, a checkout system could be put in place to make them available. He does not want them to be accessible in the general race shed, due to damage and not being properly returned. This was an issue that we had in the past on other items.
 - Jennifer S. asked about one being made for the timing team. However, there was concern about them being used outside, especially with the effect of wind. Andrea stated that she has seen them used outside and they seem to work well.
 - After much discussion, Eddie was asked what he would recommend. He stated that he had previously discussed the subject with Margaret and Greg to get their input, too. The recommendation is that the board approve the pull-out banner type signage as the most viable option, since

it is all-in-one and easy to use without multiple pieces lose. It is also cheaper than the other option at about half the price.

- Hoot motions that we approve \$1,500 for the purchase of the pull-out banner flags. Ruth seconds. Motion passes.

- RRCA Convention:

- Information sharing from the attendees – part 1 (Kevin).
 - We heard from the owner of Auto Liability, Terry Trent, who supplies insurance to the RRCA, of which we purchase to cover our ORRRC events. Terry Trent has been with the company for 43 years.
 - Kevin provided many details on the type of claims that the insurance company has dealt with.
 - He then stressed the importance that our race directors know the steps to be covered for any accident or incident that happens during one of their events.
 - It is critical that they fill out an incident report, which is available on our website in the Race Director Portal.
 - When filled out, this form must contain as much information as possible to help with any litigation further down the road. We must do our best when collecting names of those involved, along with any witnesses. We must remember that information will be forgotten by the time a suit is filed.
 - Kevin also attended a session titled, “Creating and Leading a Purpose Driven Event.” This group was created in 1989 to lead with a purpose and to get community engagement as part of their events. They shared methods on how to do this with our events.
 - When attending the Annual Meeting, he learned that there are 530,000 runners in the membership. There are 300 RRCA championship races all over the country. They provide Level 1 and Level 2 Race Director training.
 - He attended a session on Successful Planning and Smooth Leadership. This was a real good session with many topics covered by Bonnie Sexton and Mickie Sanders. They are both

very involved club members. They covered goodwill to help with leadership and financial help. Hiring an event manager or maybe a college intern (someone involved in sports management?) that could get college credit for their work on races or club events. They also stressed administrative diligence, such as having a calendar of important dates, computer passwords, website backups, bank accounts, keys, post office boxes, and much more.

- Ruth stated that she would work on an intern incentive and report next month.
- Hoot inquired if the RRCA insurance paid for the crash at the Turkey Trot that damaged the awning. Eddie stated the insurance company did not pay for it, because the Race Directors did not file a claim. Hoot wanted to know why they didn't file a claim and why the club paid for it. At the end of the meeting, during “around the room”, Eddie had a chance to pull up our insurance policy and informed everyone that our insurance deductible is \$2,500, which would have been more than the cost of the claim.
 - Next year's convention (California from May 2-5).
 - Andrea and Cari are interested in going.
- Suggestions for the upcoming year (Andrea).
 - Due to time constraints and ensuring that there is enough time to discuss this subject in detail, Peter asked Andrea to email the information to the members of the board for review. Andrea will be missing the May meeting, so Peter will put her on the agenda toward the beginning of the June meeting to ensure that she has enough time to present.
- April through October Meetings will be held at Indian Riffle Park – Shelter # 1.
- Around the Room:
 - Jennifer S was wondering how to get ORRRC Logos for her car. Karen told her that they are available. She just needs to ask for them.
 - Nick wanted to know how to get to the race folders on the Google Drive? Hoot will find the information and send it to him.

- Eddie answered a question about our insurance that was asked earlier in the meeting. The deductible for our insurance is \$2,500. (This is more than the amount the club paid for the damage at Turkey Trot)
 - Hoot – He has Run Ohio magazines for anyone that wants one.
 - Kevin – For the agenda next month, he would like the President to create a committee to review and make recommendations for the board to make changes to the club's policies and bylaws.
 - Robert – Keep an eye out for the volunteer sheet for the booth at the Flying Pig Marathon. It'll be organized by specific hours for anyone that can sign up to help.
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- Peter adjourned the board meeting at 8:20 PM.